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Governor

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Commissioner



Maine Department of Health and Human Services  
Division of Licensing and Certification  
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To: All licensed entities employing Certified Residential Medication Aides (CRMAs)  
From: Heather Hyatt, Associate Director, Division of Licensing and Certification  
Re: Training and recertification of CRMAs  
Date: December 2, 2021

Providers:

The Department of Health and Human Services, Division of Licensing and Certification (the Department) is aware of an ongoing crisis regarding the certification and recertification of Certified Residential Medication Aides (CRMAs) in sufficient numbers to meet the needs of individuals receiving services.

BACKGROUND:

22 MRS §7853, related to assisted living programs, authorizes the Department to require unlicensed personnel to have successfully completed a program of training and instruction, approved by the department for the administration of medication:

*22 MRS §7853 (3.) Administration of medication rules. In adopting the rules for administration of medication, the commissioner shall consider, among other factors, the general health of the persons likely to receive medication and the numbers of persons served and employed by the assisted housing program facility. The department may require unlicensed personnel to have successfully completed a program of training and instruction, approved by the department for the administration of medication, that is not limited to in-service training.*

The Department codified the training requirements for CRMAs working in assisting living, residential care facilities, and private non-medical institutions in 10-144 CMR Ch. 113, Regulations Governing the Licensing and Functioning of Assisted Housing Programs as follows:

*7.2.3 Unlicensed assistive personnel. Unlicensed assistive personnel administering medications and/or treatments must successfully complete training approved by the Department. There shall be evidence available in the facility that such training has been successfully completed. Whenever the standards or guidelines of the medication administration course are substantially revised, unlicensed personnel must be re-certified within one (1) year of the revision, by a method approved by the Department. An additional exception will be made on a case-by-case basis for persons who only administer dietary supplements and/or minor medicated treatments, shampoos, lotions and creams that could be obtained over the counter without a physician's order.*

*A person qualified to administer medications must be on site at the facility whenever a resident(s) have medications prescribed "as needed" (PRN) if this medication is not self-administered.*

*All unlicensed assistive personnel administering medications and/or treatments must complete a Department-approved eight (8) hour refresher course biennially for re-certification within two (2) years of the original certification. [Class III]*

In addition to assisted housing programs, this certification has been adopted as an acceptable credential for employees providing services in other, non-related service categories, which may have different criteria for certification and/or recertification.

### CURRENT STATUS:

Due to the Public Health Emergency from the COVID-19 pandemic, the Department waived the requirement for CRMAs whose certification had lapsed more than 30 days to re-take the complete 40-hour certification course.

### TEMPORARY MODIFICATION OF CRMA CREDENTIALING REQUIREMENTS

The Department will continue to waive the requirement for any previously-certified CRMA whose certification has expired since March 1, 2020 to take the entire course over, and will allow such individuals to recertify by taking only the 8-hour recertification course and passing the test and practicum.

Providers, whenever possible, are encouraged to utilize all available resources to train and recertify CRMAs in accord with the established standards.

If you have any questions about this guidance, please contact Robert Carr, Workforce Development Program Manager, at [Robert.E.Carr@maine.gov](mailto:Robert.E.Carr@maine.gov).

Sincerely,

A handwritten signature in black ink that reads "Heather Hyatt LSW". The signature is written in a cursive, flowing style.

Heather Hyatt, LSW  
Associate Director, Community Healthcare Programs

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